

ACADEMIC CONTRACT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4755	Academic Contract Specialist	04	630	6 mo.	07/23/97
4763(3435)	Academic Contract Supervisor	04	630	6 mo.	05/07/97

Promotional Line: 261

Series Narrative

Employees in this series perform and/or supervise specialized tasks involved in the maintenance of an employer's contractual employment data system.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Academic Contract Specialist

4755

Employees at this level perform highly specialized tasks in the maintenance of a complex data system and have responsibility for final administrative review of all contractual agreements between the employer and faculty/academic staff, as well as other academic personnel-related matters. The employees work under the direction of a designated supervisor.

An Academic Contract Specialist typically--

1. maintains a complex data system that includes all contractual agreements between the employer and active or inactive faculty/academic staff
2. researches and prepares reports for the governing board (if applicable) and the appropriate institutional and governing board officials
3. coordinates the flow of information concerning contractual appointments and/or terminations submitted to the governing board from the campus(es)
4. reviews and analyzes documents and forms to determine adequacy and acceptability of information provided, which may include such matters as special conditions of employment, waivers of tenure, tenure rollbacks, faculty promotions, and sabbatical and/or administrative leaves
5. provides information regarding employment conditions of faculty/academic professional staff to appropriate personnel office(s), Deans, Directors, Department Heads, President/Chancellors' Offices, etc.; issues informational letters to faculty/academic professional staff members regarding recommendations for appointment
6. maintains confidential files of other contractual relationships with the appropriate employer offices (such as Union contracts and lease agreements)
7. assists in the preparation of special certificates for faculty/academic staff (such as retirement and emeritus status)

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8. assigns and reviews work performed by other employees as required
9. performs other related duties as assigned

Level II: Academic Contract Supervisor

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Employees at this level are responsible for supervising a group of Academic Contract Specialists and for maintaining the overall qualitative standards for the employer's contractual employment data system. The employees work under the supervision of a designated manager.

An Academic Contract Supervisor typically--

1. supervises a group of Academic Contract Specialists engaged in the maintenance and utilization of the employer's faculty/academic contractual employment data system; selects, trains, and orients new Academic Contract Specialists and evaluates on-going job performance of current Academic Contract Specialists
2. evaluates and responds to proposals and requests to modify, expand, improve, or replace the current contractual employment data system submitted by vendors, units of the institution, or outside agencies in order to assure continuity of information support and accessibility
3. responds to requests to provide reports regarding faculty/academic employment data to appropriate board/institutional officers by extracting data from the employment data system through the use of computer programs
4. evaluates unit work-flow to determine if assignments need to be redistributed among the Academic Contract Specialists
5. provides policy guidance to Academic Contract Specialists regarding exceptions to standard procedures; may personally process specific types of employment contracts
6. periodically reviews operational procedures to assure maintenance of confidentiality of both document files and data systems
7. selects, trains, and supervises assigned clerical staff
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Academic Contract Specialist

4755

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. any one or any combination of the following types of preparation:

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- (a) work experience performing clerical/secretarial work comparable to that listed at Level IV of the Secretary/Clerk series
- (b) college course work in any curriculum

that totals 1.0 unit according to the following conversion rates:

36 months of "a" = 1.0 unit

120 semester hours (or a Bachelor's degree) of "b" = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

- 3. six months of experience handling contractual documents relative to the employment of faculty and academic professional staff

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. extensive knowledge of general office practices and procedures
- 2. thorough knowledge of spelling, grammar, punctuation, sentence and paragraph structure, and formatting
- 3. skill in oral and/or written communication
- 4. ability to work independently and exercise judgment in order to analyze and investigate a variety of questions or problems
- 5. ability to compile, organize, and maintain complex files, records, and reports
- 6. supervisory ability
- 7. ability to operate document production, reprographic, or other standard office equipment

Level II: Academic Contract Supervisor

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. possession of training/experience requirements listed for Academic Contract Specialist
- 2. two years of work experience comparable to that of an Academic Contract Specialist

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. knowledge of data collection methods, statistical techniques, and report preparation related to a computer based employment information system

2. extensive knowledge of general office practices and procedures
3. skill in oral and/or written communication
4. ability to compile, organize, and maintain complex files, records, and reports from both document and electronic data processing sources
5. ability to analyze and develop procedural guidelines, procedures, and systems relative to a computer-based employment information system
6. ability to work independently and exercise judgment in order to analyze and investigate a variety of questions or problems
7. supervisory and administrative ability